

# MANAGING LIBRARY



గ్రంథాలయం



**SECRETARIAT OFFICE MANUAL SERIES**

# **MANAGING LIBRARY**

**Edition No.1  
2019**

**Copyright Statement**

© Government of Andhra Pradesh 2019 Unless otherwise stated, copyright (and other intellectual property rights, if any) in this publication is owned by the Government of Andhra Pradesh.

**Copyright Notice**

With the exception of the Government of Andhra Pradesh State Emblem, this work is licensed under a Creative Commons Attribution 4.0 International licence (CC BY 4.0)

(<http://creativecommons.org/licenses/by/4.0/deed.en>).

**Drafting and design Team**

1. Dr. Srikant Nagulapalli, Secretary, Political, 2. Sri Kyathari Gurumurthy, Additional Secretary, GAD, 3. Smt B. Vijaya Lakshmi, Assistant Secretary, GAD, 4. Smt D. Indira Rani, SO, GAD, 5. Sri M. Ramesh, ASO, GAD, 6. Sri A. Easwar Prasad, PA to Secy. Poll.

**Attribution**

This publication should be attributed as follows:

Andhra Pradesh General Administration Department, Secretariat Office Manual Series, Edition No.1, Amaravati, India: Nodal Authority for Biometric Attendance and e-Office.

**Authorisation**

The content in this publication is authorised under orders issued in Circular Memo No. GAD01-CAB0SOM (INST)/18/2019-CAB-II, General Administration (Cabinet.II) Department, dated 08-03-2019.

**Use of the Andhra Pradesh State Emblem**

The terms under which the Andhra Pradesh State Emblem can be used are detailed in the Government orders issued vide G.O. P.No.2, GA(PU-A) Department, dated 14-11-2018.

**Contact**

Enquiries regarding this licence and any other use of this document are welcome at:

Mid-Level Officer, Cabinet Division,  
General Administration Department,  
Building Number 1, Interim Secretariat, Amaravati,  
Guntur District, Andhra Pradesh.

Email: [addlsecy-cabinet@ap.gov.in](mailto:addlsecy-cabinet@ap.gov.in)

Phone: 0863-2441530

[www.gad.ap.gov.in](http://www.gad.ap.gov.in)

## Contents

<b>1</b>	<b>GENERAL</b>	<b>1</b>
1.1	Control . . . . .	1
1.2	The Librarian . . . . .	1
1.3	Correspondence . . . . .	1
1.4	Disposal . . . . .	2
<b>2</b>	<b>RECEIPT</b>	<b>3</b>
2.1	Registry . . . . .	3
2.2	Transmission of publications not intended for Library . .	3
2.3	Books to be maintained in the Library . . . . .	3
2.4	Stocking . . . . .	6
<b>3</b>	<b>MANAGEMENT</b>	<b>7</b>
3.1	Accession lists - Printing and circulation . . . . .	7
3.2	Catalogue - New books . . . . .	7
3.3	Card Indexing . . . . .	7
3.4	Gazettes . . . . .	8
3.4.1	Andhra Pradesh Government Gazette . . . . .	8
3.4.2	Gazette of India . . . . .	8
3.4.3	District Gazettes . . . . .	8
3.5	Corrections . . . . .	9
3.5.1	Correction of Codes, Manuals, etc . . . . .	9
3.5.2	Check on corrections . . . . .	9
3.5.3	Mode of correction . . . . .	9
3.6	Stock-taking of books . . . . .	9
<b>4</b>	<b>ISSUE</b>	<b>11</b>
4.1	Issue of books - General Rules . . . . .	11
4.2	Browne Issue System . . . . .	13
4.3	Restoration of books returned . . . . .	13

4.3.1	Issue of books to Ministers . . . . .	14
4.4	Lists . . . . .	14
4.4.1	Maintenance . . . . .	14
4.4.2	Circulation of lists . . . . .	14
4.5	Lunch room . . . . .	14
4.6	Examination of newspaper files . . . . .	14
<b>5</b>	<b>ACQUISITION</b>	<b>15</b>
5.1	Committee . . . . .	15
5.2	Government publications . . . . .	15
5.3	Purchase - For Ministers . . . . .	15
5.4	Bills scrutiny . . . . .	15
5.5	Reference books of Ministers and Secretaries . . . . .	16
5.5.1	Role of OSD/ PS/ PA . . . . .	16
<b>6</b>	<b>DISPOSAL</b>	<b>17</b>
6.1	Treatment of newspapers and periodicals after perusal . .	17
6.1.1	Periodicals . . . . .	17
6.1.2	Newspaper files . . . . .	17
6.2	Disposal of surplus books . . . . .	17
6.3	Destruction of registers . . . . .	18

# **1 GENERAL**

## **1.1 Control**

- (1) The Secretariat Library is a general reference library for all Departments of the Secretariat and for all Government offices in the Capital Region.
- (2) The Library is attached to the General Administration Department and is under the immediate control of the AS in charge of OP section.
- (3) Purchase of books, periodicals, etc., for the Library shall be sanctioned by the Secretary, Political, General Administration Department.
- (4) The bills in respect of such purchases will be passed by the AS.

## **1.2 The Librarian**

- (1) Responsible for the proper performance of all items of work connected with the Library.
- (2) See that the staff under her carry out their duties satisfactorily.
- (3) See that all registers are correctly maintained, that books are supplied promptly and their return carefully watched.
- (4) See that the correction work is punctually and correctly attended to by the assistant entrusted with that duty.
- (5) See that unauthorized persons are not allowed to enter the Library.
- (6) See that the doors of all the almirahs are so closed as to secure them from dampness and insects.
- (7) Push home the catches in the almirahs after an assistant has had occasion to open an almirah.
- (8) Before leaving the office secure all the exits from and the entrances to the Library.
- (9) Be the custodian of all the keys used in the Library.

## **1.3 Correspondence**

- (1) Stamp currents received or arising in the Library with the Library date stamp and give serial current numbers and register in the Personal Register.
- (2) Deal with currents like office files and keep in the Library.

#### **1.4 Disposal**

- (1) Record correspondence and orders of an important nature or of permanent interest for future reference in Government orders of the General Administration Department.
- (2) Preserve correspondence relating to the purchase of books, etc., and payment of bills during the official year in which correspondence was closed and destroy in May following that year.
- (3) Destroy all other correspondence immediately after it is closed.



## **2 RECEIPT**

### **2.1 Registry**

- (1) Stamp every publication received in the Library with the Library date stamp on its title page and also on the outer cover wherever possible, and enter in the register maintained for the purpose.
- (2) Submit the registers along with the invoices or bills of payment of the cost of the books to the AS, GAD, who will check the entries in the registers with the bills or invoices.

### **2.2 Transmission of publications not intended for Library**

- (1) Mark publications received in the Library which are obviously not intended for it, for the correct department or officer, and forward them immediately.

### **2.3 Books to be maintained in the Library**

- (1) As a general rule, don't place more than one copy of a work of general interest in the Library.
- (2) In the case of books of general interest and of those not mentioned, retain the latest available edition alone and dispose of copies of the older editions as surplus.
- (3) The number of copies of the publications of the several Governments to be maintained in Library is as shown below.

## BOOKS TO BE KEPT IN THE LIBRARY

### (i) Periodicals publications

serial number	category	name of publication	number of copies	period
		Administration Reports - Andhra Pradesh - General	2	Kept in Library
		Establishment lists, Histories of Services etc. - Andhra Pradesh	2	-Do-
		University calendars - Andhra Pradesh	1	Latest copy kept in the Library
		Andhra Pradesh Government Gazette	3	Kept in Library for 5 years, older copies are sent to Andhra Pradesh State Archives
		Government of India Gazette	-Do-	-Do-

### (ii) Newspapers and Journals

<notified from time to time>
------------------------------

(iii) Codes, Manuals, Budget Estimates, Census and other Reports etc.

serial number	category	name of publication	number of copies	period
		Codes, Departmental Manuals, Rules, Regulations - Andhra Pradesh	2	1 set of all with corrections kept in the Library.
		Budget Estimates-Andhra Pradesh	1	Copies kept in the Library
		Reports of Commissions and Committees	1	-Do-

(iv) <b>Census</b>				
serial number	category	name of publication	number of copies	period
		(a) Andhra Pradesh		Census Report for 10 years. Older copies are sent to the Andhra Pradesh State Archives.
		(b) Other states		-Do-
		(c) All India Acts		-Do-
		(a) Central Acts		Kept in the Library
		(b) Andhra Pradesh Acts		-Do-
		(c) Other states Acts		-Do-
		Selection from records of other states	1	Copies received kept in the Library
		Gazetteers		
		(a) Andhra Pradesh	1	All these kept in the Library
		(b) Other states	1	-Do-
		(c) All India	1	-Do-
		(d) Other countries	1	-Do-
(v) <b>Periodicals - Weeklies - Fortnightlies - Monthlies - Quarterlies</b>				
<notified from time to time>				

- (4) In January each year, send copies in excess of the numbers and older than the years specified in 2.3 to the Andhra Pradesh State Archives.
- (5) Dispose of any copies in excess of the numbers required to be transferred, periodically by sale or otherwise under the orders of the AS, General Administration Department.

## 2.4 Stocking

- (1) Don't stock copies of books and publications in the Library for the Departments of the Secretariat.
- (2) Don't undertake distribution of books for departments.

### **3 MANAGEMENT**

#### **3.1 Accession lists - Printing and circulation**

- (1) Enter on slips the titles of the new arrivals at the end of every quarter.
- (2) Collect and arrange these slips alphabetically according to subjects and the list is issued every quarter and circulate copies to the Secretary to the Governor and officers of the Secretariat not later than the 15th of the month succeeding that quarter.
- (3) File a spare copy of each quarterly list of accessions in the Library, and bind these at the end of the year.

#### **3.2 Catalogue - New books**

- (1) Card catalogues are maintained in the Library in a cabinet for the reference of the Readers.
- (2) Make the necessary additions to them immediately after new books are received and catalogued in the Library.
- (3) Place the books in the shelves after being catalogued and given the number of that class.
- (4) Don't number the classes of catalogues which consist of annual and other periodical publications, such as general and departmental administration reports. Arrange such books in the Library almirahs in accordance with the date of their publication.
- (5) Don't catalogue journals and magazines unless they are ordered to be retained in the Library permanently.

#### **3.3 Card Indexing**

- (1) Immediately after a new book is received, catalogue, card-index it and place the cards in the appropriate card-index cabinets.
- (2) Write in bold type on the left hand top corner of the first card-index the main subject, title, number and class of the book in suitable order.
- (3) Cross-index books under more than one subject head if necessary.
- (4) Place these index cards in the "Subject Cards Index Cabinet".
- (5) Write in bold type in another index card the surname of the author, the given name or initials and the full title of the book.

- (6) Place these index cards in the "Author Card-Index Cabinet".
- (7) In the case of various administration reports and periodicals received regularly, don't enter every unit of a series in the index card.
- (8) There will be one card for the whole set. Essentially catalogue new books and card-index immediately after receipt received. This is your primary duty.

### **3.4 Gazettes**

#### **3.4.1 Andhra Pradesh Government Gazette**

- (1) Three copies of the Andhra Pradesh Government Gazette are received in the Secretariat Library.
- (2) Put a copy of the latest issue of the gazette in a clampex file and keep at the counter for reference by the ASOs/ SOs of the Secretariat.
- (3) Don't remove this until replaced by a later issue.
- (4) Circulate another copy to the Chief Minister, officers and sections of the GAD and on its return from circulation file in the Library.
- (5) File the remaining one copy chronologically according to 'parts'.
- (6) Bind two sets of the Andhra Pradesh Government Gazette at the end of each half-year.

#### **3.4.2 Gazette of India**

- (1) One copy of the Gazette of India is received in the Secretariat Library.
- (2) Circulate to the Chief Secretary and other officers of GAD.
- (3) Bind this at the end of each half-year.

#### **3.4.3 District Gazettes**

- (1) One copy of each District Gazette is received in the Library from the Revenue Department.
- (2) Keep it in the Library till the end of the year following that to which it relates and then sell it.

### **3.5 Corrections**

#### **3.5.1 Correction of Codes, Manuals, etc**

- (1) See that all books of reference in the Library are kept corrected up-to-date.
- (2) Correct the books within a week of the receipt of correction slips.

#### **3.5.2 Check on corrections**

- (1) Maintain a register showing the progress of corrections made and examine this periodically and initial it in token of having done so.
- (2) Distribute promptly to the sections of the GAD correction slips intended for them received in the Library.
- (3) Note the date of receipt of corrections slips and the date of their despatch to sections in the register.
- (4) The pasting of correction slips in the reference books in the sections will be attended to by the sections themselves.

#### **3.5.3 Mode of correction**

- (1) Do correction work, as far as possible by pasting slips over the amended articles.
- (2) If a slip cancels or modifies part of a book, score out the part cancelled or superseded and note the number of the correction slip in red ink in the margin against it.
- (3) The same rule applies when one correction slip cancels or modifies a previous one.
- (4) When a book is corrected, enter the number of the correction slips with their dates and the date of correction in the printed form at the end of the book for noting such details, or if there is no such form, in the blank sheet at the end.

### **3.6 Stock-taking of books**

- (1) Spread the stock-taking of books in the Secretariat Library over the year.
- (2) Send a reminder for every quarter for the pending books.
- (3) Before stock-taking, ask all officers, the Departments of the Secretariat and other offices in the Capital Region to return the books borrowed by them.

- (4) Where the return of any particular book is not possible, ask the officers concerned to furnish with a list of such books and with a certificate that the books are actually in their possession.



## 4 ISSUE

### 4.1 Issue of books - General Rules

- (1) Books may be lent from the Library to-
  - (i) Governor;
  - (ii) Ministers;
  - (iii) Officers and staff of the Departments of the Secretariat who are either permanent or have put in more than one year of regular service.
  - (iv) Heads of Departments.
  - (v) Officers of IAS Cadre retired from Andhra Pradesh Government and Employees of Secretariat retired and drawing pension from Andhra Pradesh Government after collection of caution deposit of Rs.500/- (Rupees Five Hundred only) from each.
- (2) M.L.As. and M.Ps. of Andhra Pradesh may only consult books in the Library and will not be permitted to take books outside the Library.
- (3) The books may be taken on surrendering the borrowers Library ticket and special loans may be had on requisition slips.
- (4) Application for membership shall be made in the prescribed admission card. This can be obtained from the Library. In the case of Officers below the rank of AS the admission card shall be countersigned by the SO of the Establishment section of the department concerned.
- (5) Officers of the rank of AS and above shall be issued three borrowers tickets and others one borrower ticket which will be deposited in the Library when books are borrowed.
- (6) A lost ticket can be replaced without fee but the borrower shall be required to inform the Library immediately of its loss and apply for a new ticket through his office. The borrower shall be responsible for the book drawn on the ticket.
- (7) The period of loan of a book shall, ordinarily, be 14 days at a time. Loans may be renewed at the discretion of the Librarian for a period of one week at a time for two weeks provided that-
  - (i) the request for the renewal of loan reaches the Librarian before the date of expiry of the loan; and

- (ii) no other reader has applied for the book in the mean time.
- (8) Books are, however, liable to be recalled within the period of loan, if there is a special demand for them for official use.
- (9) Reminders for books are usually sent as soon as they are overdue, though this is not obligatory.
- (10) A fine of rupees fifty per week or part thereof will be recovered, if the book is not returned within the prescribed time.
- (11) In case a book is damaged or lost, the member shall pay the cost of its replacement to the Library.
- (12) If the amount is not paid within a month, it shall be recovered from him through the Department who recommended his membership.
- (13) If one book of a set is damaged or lost, the member concerned shall be liable to replace the whole set.
- (14) Price of rare or out of print books will be assessed by the Librarian.
- (15) Borrowers are required to keep the books in good condition. They are not to fold or stain the leaves and not to make pencil or other marks upon them. They must take the earliest opportunity of reporting to the Librarian any damage or injury done to the books they have borrowed; otherwise they will be held responsible for the damaged books and asked to pay the cost of the new book.
- (16) Files shall not be sent to the Librarian for putting up the books required for disposal. This is not part of the Librarian's duties and such files sent to him will be returned to the department with a note indicating the correct procedure.
- (17) Books taken for official use must be requisitioned by an officer of the rank of AS and above. Separate application forms shall be used for books required for different files.
- (18) Books borrowed for official use shall not be put up in files. Only extracts of the required portion shall be taken and put up in the files.
- (19) Books borrowed from the Library by Departments of the Secretariat must not be sent to other officers without the special permission of the AS, General Administration Department.
- (20) All applications for books must be signed in full. In the case of the Governor and Ministers, applications for books may be sent by their Personal Assistants in the prescribed form.

- (21) Any change in the address of the borrowers must be intimated to the Librarian.
- (22) Encyclopaedias, Dictionaries, Gazetteer, Acts and Codes and other books of reference value will not be lent out of the Library premises.
- (23) The Office Procedures section of each department should insist on a clearance certificate from the Library that the staff who relinquishes his appointment in the Secretariat has returned all books borrowed from the Library and also surrendered the ticket to the Library.
- (24) The Borrowers tickets shall be surrendered to the Library when a borrower retires or is transferred from the city.
- (25) The privilege consulting books in the Secretariat Library, without removing them, may, if applied for, be allowed to:–
  - (i) those mentioned in sub-rule (1) of 4.1.
  - (ii) Any Group I and Group II Officer other than those included in 4.1; and
  - (iii) Any non-official including M.L.As. and M.Ps. of Andhra Pradesh provided that the non-officials, other than the M.L.As., M.Ps. of Andhra Pradesh shall be allowed the privilege only on production of an authorization from the AS, GAD or the Secretary, Political.

#### **4.2 Browne Issue System**

- (1) Issue a book to a borrower on production of the library ticket.
- (2) Remove the book card from the book pocket and insert in the Library ticket of the borrower. Keep it in the counter till he returns the book.
- (3) After affixing the date stamp for the return of the book on the date label, issue the book to the borrower.
- (4) When the book is returned, the ensure staff at the counter, removes the book card from the library ticket of the borrower and inserts it in the pocket of the book and sends it for replacement in the rack.
- (5) Give the library ticket back to the borrower as and when he returns the books so that he may take another book.

#### **4.3 Restoration of books returned**

- (1) When books are returned immediately put back in their proper places on the shelves.

#### **4.3.1 Issue of books to Ministers**

- (1) In the case of books lent to the Ministers, hold the OSD/ PS, as the case may be, responsible for any loss of books and take the acknowledgment of OSD/ PS/ PA when books are issued from the Library.

#### **4.4 Lists**

##### **4.4.1 Maintenance**

- (1) Maintain a list corrected up to date, of all newspapers and periodicals acquired for the Secretariat Library and for the perusal of Ministers.
- (2) Note their cost and other particulars in the register maintained for the purpose.

##### **4.4.2 Circulation of lists**

- (1) Maintain a list of periodicals which are subscribed for in the Library.
- (2) Whenever there is a change in the personnel of Ministers or officers of the Secretariat, submit the list to the new officer and ascertain his wishes as to the circulation of any of the periodicals in the list.
- (3) When the list is returned, make necessary entries in a register maintained for the purpose.

#### **4.5 Lunch room**

- (1) As soon as a Periodical is received in the Library, enter it in the Periodical Register.
- (2) Paste a slip over the wrapper and note the date of its receipt and place in the Lunch Rooms (Junior and Senior) for the perusal of the officers.
- (3) Don't remove the periodicals thus placed from the Lunch Room until replaced by later issues. Issue the old issues to such of the officers as require them.

#### **4.6 Examination of newspaper files**

- (1) Examine the newspaper files once a fortnight to see, if issues up to the end of the previous fortnight are complete and take prompt measures to replace missing numbers.

## **5 ACQUISITION**

### **5.1 Committee**

- (1) A Committee headed by Secretary, political meets once in two or three months, as the case may be, to select books.
- (2) Place the suggestions received from the Officers and staff, the book reviews and also the books bought on approval basis, etc., before the Committee for consideration.
- (3) The Committee, after considering the reviews, suggestions, etc., selects the books for purchase for the Secretariat Library and approves the orders for purchase.

### **5.2 Government publications**

- (1) Watch the receipt of the annual administration reports (both general and departmental), civil lists and other periodicals of the Government of India, and other State Governments and Administrations.
- (2) Take immediate action on any irregularity in their supply.
- (3) On receipt, send copies of other Government publications to the Secretariat Department most directly concerned with their subject before they are retained in the Library.

### **5.3 Purchase - For Ministers**

- (1) Books for constant reference required for the use of the departments and the officers of the Secretariat are purchased by the respective departments from their office contingencies.
- (2) Purchase those required by Ministers and officers under the orders of the AS, GAD and debit their cost to the head "2052-Secretariat General Services, 090-Secretariat, 040-General Administration Department, 160-Publications".

### **5.4 Bills scrutiny**

- (1) Scrutinize every bill for books and periodicals bought and submit it to the AS, GAD for an order of payment.
- (2) Then pass it on to the Claims section after noting the amount of the bills and other particulars in the registers maintained for the purpose.
- (3) Examine the registers frequently to see that the budget provision for books and periodicals is not exceeded.

## **5.5 Reference books of Ministers and Secretaries**

### **5.5.1 Role of OSD/ PS/ PA**

- (1) The personal staff of Ministers and Secretaries should maintain a list of the books kept for permanent reference at the office as well as at the residences of Ministers and Secretaries.
- (2) One copy of this list will be kept in the room, another copy by the OSD/ PS/ PA and a third by the Librarian.
- (3) The list should be checked and certified as correct by the OSD/ PS/ PA -
  - (i) annually on the 15th January;
  - (ii) whenever there is a change of portfolios among ministers necessitating a transfer of books from one Minister to another; and
  - (iii) whenever there is a change in the personnel of the Junior Personal Assistants.
- (4) Should any book be found missing, the fact should be reported to the Librarian who will take the orders of the officer-in-charge of the Library and supply a new copy, if necessary.
- (5) Whenever books not considered necessary for frequent reference are ordered by Ministers to be returned to the Library, they should be sent to the Librarian with a note by the OSD/ PS/ PA stating that the books have been struck out of the two lists. The Librarian will also correct his list.
- (6) Books borrowed from the Library, from time to time, for occasional reference will not be included in this list.
- (7) The PS/ PA are responsible for keeping corrected up to date books of reference in the office rooms and residences of Ministers.

## **6 DISPOSAL**

### **6.1 Treatment of newspapers and periodicals after perusal**

#### **6.1.1 Periodicals**

- (1) Lodge periodicals returned from circulation in the Library and then sell as newspaper after the expiry of the period fixed for their retention.

#### **6.1.2 Newspaper files**

- (1) Newspapers and other periodicals supplied to Ministers and Secretaries will after perusal, be forwarded by their OSD/ PS/ PA to the Library.
- (2) Make up the files of newspapers maintained in the Library from the papers thus received.
- (3) Keep these files for one year in the Library and then sell as newspaper.

### **6.2 Disposal of surplus books**

- (1) As soon as a sufficient quantity of surplus books and waste paper has accumulated in the Library, send it to the waste-paper room.
- (2) Make a list of books marked “surplus”. Submit the list to the AS, GAD for approval.
- (3) Send periodical notices to Departments of the Secretariat and all offices in Capital Region intimating that surplus books have been put aside and that any officer interested in them may personally or through a deputy inspect those books on days of the week and at hours fixed by the Librarian.
- (4) Such officers or their deputies should make out duplicate lists of the surplus books they want, and one of these lists should be submitted to the AS, GAD for sanction.
- (5) After his sanction has been obtained, the officers taking the books should themselves make all arrangements for their removal.
- (6) Any officer requiring books for his private use will have to pay the price that may be fixed by the AS, GAD but no charge will be made for books removed by officers for reference or use in their offices.
- (7) Sell by auction any surplus books that remain after all such applications have been dealt with.
- (8) Don't sell books that have not been made available for public but tear them and sell with other waste paper.

- (9) Detach the covers of books, reports, etc., treated as waste paper and send to the Government Press to be used in binding work. If they are not fit for such use sell them with other waste paper.

### **6.3 Destruction of registers**

- (1) Dispose of the following registers maintained in the Secretariat Library as shown below.
  - (i) Personal Register: A fresh one will be opened every year, the retention period will be the same as for other Personal Registers.
  - (ii) Accession Register of books to the Secretariat Library will be maintained to account for the new books added to the Library.
  - (iii) Register of receipt and circulation of periodicals will be kept in the Library for two years.
  - (iv) Periodical Payment Register will be kept in the Library for two years.
  - (v) Register of corrections will be kept in the Library for two years.





- Introductory
- Inward
- Outward
- Decision Making
- Office procedure

GENERAL ADMINISTRATION DEPARTMENT  
GOVERNMENT OF ANDHRA PRADESH

